FACULTY/P&A NEW HIRE CHECKLIST

Please complete the following tasks on or after your first day of employment:

☐ Confirm system entry by checking UMN Directory listing and make note of UMN Internet ID (x500):
  
  http://www1.umn.edu/twincities

  University e-mail:

☐ Contact OIT Helpline at (612) 301-4357 or, on campus, dial 1-HELP to obtain UMN Password.

☐ Go to the U Card Office to obtain your U Card and Academic Health Center ID Badge.

☐ Register for the New Employee Orientation. (Optional)

☐ Complete HIPAA Privacy and Data Security Trainings.


  If you do not enroll in Direct Deposit, your paycheck will be sent to your home address as indicated in the system.


  If you don’t update it after being keyed into the system, your tax status will default to single 0.